This job aid provides information for using FPMT to renew a receivable lease for other assets.

Overview

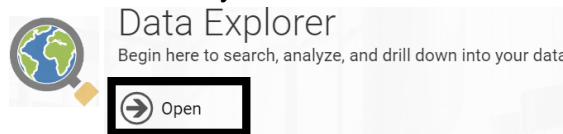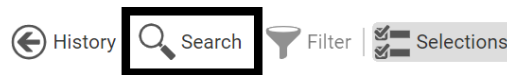| Step	Action	Additional Information
1	Add new receivable lease contract	Use the search option to find the other asset so that you can add the receivable lease contract.
2	Add receivable lease payment	Use the receivable lease contract menu to add lease payment information.
3	Add receivable lease option	Use the receivable lease contract menu to add lease option information if applicable.
4	Inactivate expired receivable lease contract	Use the receivable lease contract menu to update expired lease status information.
New receivable leases are added to FPMT after the lease contract has been executed. ✓ You will need a copy of the new lease contract so that you can provide required information.		

Add New Receivable Lease Contract

Use the search option to find the other asset so that you can add the new receivable lease contract.

1. Select: Open.

Data Explorer
Begin here to search, analyze, and drill down into your data

(→) Open

2. Select: Search.

(←) History   🔍 Search   🔽 Filter | ☑ Selections

3. Select: Filter by.
4. Select: Agencies.
5. Select: Refine by.
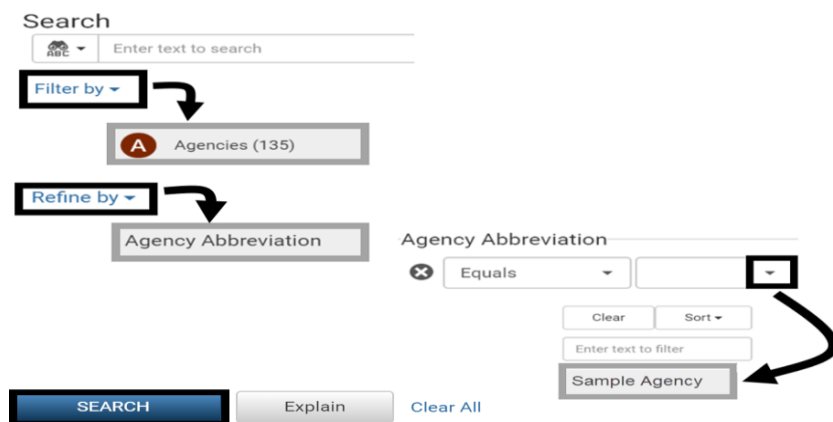**6. Select:** Agency abbreviation.

➔ FPMT will display additional options depending on your search criteria.

7. Select: Your agency.
8. Select: Search.
9. Select: Open.

In this example, we use search tools to filter by agency and refine by agency abbreviation. You can also use other search and filter options to find the other asset.

Search

Filter by ▾

(A) Agencies (135)

Refine by ▾

Agency Abbreviation

Agency Abbreviation

❌ Equals ▾ [ ] ▾

Clear   Sort ▾

Enter text to filter

Sample Agency

SEARCH   Explain   Clear All

Agencies
(A) 🔍
(A) Sample Agency
Agency
Agency Number (3 Digit):
Agency Number (4 Digit):   Open
Agency Abbreviation:

10. Select: Menu.
11. Select: Add.

Other Assets
(OA) 🔍
(OA) Sample
Other Asset
Unique Asset ID: Open
Asset Type:
Asset Common Name

Manage
☐ Select   🗐 Documents (0)
(→) Open ⋮   🖼 Photos (0)
➕ Add   📊 Reports
✏ Edit
🗑 Delete

12. Select: Other asset receivable contract.

(OAR) Other Asset Receivable Contract

13. Select: Create a new other asset receivable contract.

(OAR) Other Asset Receivable Contract

Create a new Other Asset Receivable Contract
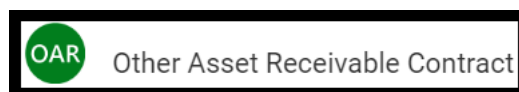
Link to an existing Other Asset Receivable Contract

14. Input: Name.
➔ Use receivable lease number for the name.
➔ Receivable lease contract properties includes several optional fields. For example, description is optional.

Advanced Mode ✔

↩ 🗑 **Other Asset Receivable Contract Properties** ⌃

Name

Description

15. Input: Receivable contract number.
➔ Use a unique receivable contract number.

Receivable Contract Number

16. Select: Lessor.
➔ Use lessor name as stated on lease agreement.
17. Select: Lessee.

Lessor (Agency Name) ❓

Lessee

Lessee - Other

18. Select: Receivable contract type.

Receivable Contract Type

19. Input: Receivable contract executed date.
➔ Use date the last party signed the lease agreement.
20. Input: Receivable contract start date.
21. Input: Receivable contract end date.

Receivable Contract Executed Date ❓

Receivable Contract Start Date ❓

Receivable Contract End Date ❓

22. Select: Debt issued.
➔ Has debt been issued that is secured by the payments from this lease?
23. Input: Prepayments.
➔ Payments received from the lessee at or before lease commencement that relate to a future period, such as deposit for final month's rent.

Debt Issued ❓

No

Prepayments ❓

24. Select: Variable payments.

➔ Does lease include variable payments based on future performance of lessee or on usage of the asset? If yes, provide description (basis, terms, conditions).

Variable Payments ?

Description of Variable Payments ?

25. Input: Interest rate.

➔ Use interest rate stated in the contract or the implied interest rate.

Interest Rate

26. Select: Manually record accounting entries.

➔ Will accounting entries be recorded manually in AFRS?

✓ If yes, FPMT will not send any transactions to AFRS for this contract.

✓ If no, select master index if total lease payments are over threshold and provide information for accounting reference.

Manually Record Accounting Entries ?

Master Index ?

Master Index Title ?

Accounting Reference ?

27. Select: Receivable contract status.

➔ Status should be active when adding new receivable contract.

Receivable Contract Status

Active - Lease is active and connected to the property. ▾

Receivable Contract Inactive Reason

Comment

28. Select: Save and close.

➔ FPMT will add the contract information.

↶ 🗑 Other Asset To Other Asset Receivable Contract Link Properties ✔

↶ Other Asset Properties ✔

SAVE AND CLOSE   Cancel

Add Receivable Lease Payment

Use the receivable lease contract menu to add lease payment information.

✓ If the receivable lease contract has more than one lease payment, add each payment separately. All payments can have an active status (FPMT reports will pull data based on the run date of the report).

1. **Select:** Menu.
2. **Select:** Add.

3. **Select:** Receivable payment.

4. **Select:** Create a new receivable payment.

5. **Input:** Name.
➔ Use payment type - payment series number (payment type dash payment series number).
➔ Description is optional.

Name

Description

6. **Input:** Payment series number.
➔ Use sequential numbers for payment series (1, 2, 3, etc.).
7. **Select:** Payment frequency.
8. **Select:** Payment type.
9. **Input:** Payment amount.

Payment Series Number

Payment Frequency

Payment Type

Payment Amount

10. **Input:** Index rate.
➔ Use the index or rate in effect at lease commencement.

Index Rate ?

11. **Input:** Payment start date.
12. **Input:** Payment end date.

Payment Start Date

Payment End Date

13. Select: Receivable payment status.

➔ Status should be active when adding new payment.

➔ Comments are optional.

Receivable Payment Status

Active ▼

Comment

14. Select: Save and close.

➔ FPMT will add the payment information.

↶ 🗑 Other Asset Receivable Contract To Receivable Payment Link Properties ⌄

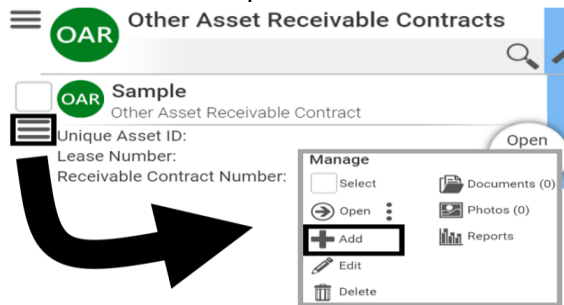↶ Other Asset Receivable Contract Properties ⌄

SAVE AND CLOSE   Cancel

Add Receivable Lease Option

Use the receivable lease contract menu to add lease option information.

1. **Select:** Menu.
2. **Select:** Add.

3. **Select:** Receivable option.

4. **Select:** Create a new receivable option.

5. **Input:** Name.
➔ Use option type - option number (option type dash option number).
➔ Description is optional.

6. **Input:** Option number.
➔ Use option number in the order it appears in the lease contract (1, 2, 3, etc.).
7. **Select:** Option type.
8. **Input:** Option description.
➔ Option date is optional.

9. **Select:** Receivable option status.

➔ Status should be active when adding new lease option.

10. **Select:** Reasonably certain option will be exercised.

➔ This will determine if the payment is included in lease liability and lease asset calculations.

✓ If yes, and option type is purchase, the exercise price of the purchase option will be required.

➔ Comments are optional.

Receivable Option Status

Active

Reasonably Certain Option Will Be Executed ?

Exercise Price ?

Comment

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11. **Select:** Save and close.

➔ FPMT will add the option information.

↶ 🗑 Other Asset Receivable Contract To Receivable Option Link Properties ⌄

↶ Other Asset Receivable Contract Properties ⌄

SAVE AND CLOSE   Cancel

Inactivate Expired Receivable Lease Contract

Use the receivable lease contract menu to inactivate the expired lease contract.

✓ When you inactivate the lease contract, any associated lease amendments, lease options, and lease payments will automatically inactivate.

1. **Select:** Menu.
2. **Select:** Edit.

➔ Ensure you are editing the expired lease contract.

☰ **OAR** **Other Asset Receivable Contracts**

🔍 ⌃

☐ **OAR** **Sample**
Other Asset Receivable Contract

☰ Unique Asset ID:
Lease Number:
Receivable Contract

Manage
☐ Select   📄 Documents (0)   Open
➔ Open ⋮   🖼 Photos (0)
➕ Add   📊 Reports
✏ Edit
🗑 Delete

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3. **Select:** Receivable contract status.

➔ Use the inactive status for the expired lease contract.

4. **Select:** Receivable contract inactive reason.

➔ Use the expired reason because the lease was replaced with a new lease.

➔ Comments are optional.

Receivable Contract Status

Inactive - This lease contract is no longer active.

Receivable Contract Inactive Reason

Expired - The lease has expired and was replaced with a new lease.

Comment

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5. **Select:** Save and close.

SAVE AND CLOSE   Cancel